



## Sanketika Vidya Parishad Engineering College

(APPROVED BY AICTE, AFFILIATED TO ANDHRA UNIVERSITY)

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Ref: SVPEC/PO/Academics/06/2024-25/09

Date: 19.06.2024

### OFFICE CIRCULAR

**Sub: Meeting with Principal every Saturday for HoDs**

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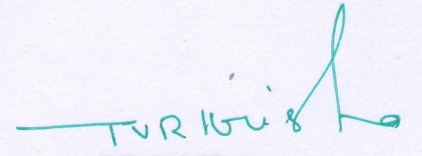
This is to inform you that a meeting will be held with the Principal every Saturday at Principal's Chamber. Kindly take note of the following important points to be discussed during the meeting:

#### 1. **Weekly Attendance Report:**

- Each department HoD is required to display the weekly attendance in the form of a percentage (%).
- The attendance report should be comprehensive and accurate.
- Bring a hard copy of the above-mentioned points to the meeting, duly signed by the respective HoD.

#### 2. **Responsibilities of HoD's:**

- Based on the office circular dated 17/06/2024 regarding the **Responsibilities of HoD's**, you are expected to show the outcomes related to these responsibilities.
- Ensure that the outcomes are documented properly.

  
PRINCIPAL  
19/6/24

#### CC To

Mail & Hard copy to: Hon'ble Secretary, AGTI  
Mail & Hard copy to: Hon'ble Executive Director, AGTI  
Mail & Hard copy to: Academic Director, AGTI

**PRINCIPAL**  
Sanketika Vidya Parishad  
Engineering College  
P. Palem, Visakhapatnam-41

Mail & Hard copy to: Executive Officer, AGTI  
Mail & Hard copy to: Principal, SVPEC  
Mail & Hard copy to: AO, AGTI  
Mail & Hard copy to: Dean -Academics/IQAC/R&D/IIC/SA  
Mail & Hard copy to: HoDs.. CE/ME/CSE/ECE/EEE/ BS&H/MBA/MCA/CoE/  
Mail & Hard copy to: IQAC Coordinator  
Mail copy to: Exam. Section/Automation/Central Library/IQAC office /Transport/Sports/Account Section/  
Mail copy to: All faculty members

OFFICE CIRCULAR

Subject: Meeting with HoDs every Saturday for IQAC

This is to inform you that a meeting will be held with the Principal every Saturday at Principal's Chamber to discuss the following important points to be discussed during the meeting:

1. Weekly Attendance Report  
o Each department HoD is required to display the weekly attendance in the form of percentage (%)  
o The attendance report should be comprehensive and accurate  
o Bring a copy of the above-mentioned points to the meeting duly signed by respective HoD
2. Responsibility  
o Based on the office circular dated 27/08/2024 regarding the responsibilities of HoDs, you are expected to show the outcomes related to the responsibilities.
3. Ensure that the outcomes are documented properly.

*[Handwritten signature]*  
PRINCIPAL  
10/10/24  
PRINCIPAL  
Kallur Vidyasaran  
Engineering College  
Palani, Visakhapatnam

CC to

*[Faint text]*